

Stillwater Public Library Board of Trustees meeting 5/12/2022

Called to order at 7:00 pm by Emily Nadler & opened with a reading of the mission statement

Members present: X indicates member NOT present

Tom Boucher	Mary Herlt	Sharon Gavitt
John Butler	Emily Nadler	Linda Tracy
Heather Frank X		Christine Zakrzewski

Staff Present:

Sara Kipp, Director	Anne-Marie Hallum, Treasurer	Michele Barron X
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Guests present: Jordan Stellar & Greg Connors - GlobalFoundries

- Presented grant monies of \$15000
- Suggested invitation to ribbon cutting

Friends Update:

- meeting was held on May 11
- No new information at this time

1st Public Input session: none

EMAIL communications: none

Old Business:

Motion to accept the minutes of the previous regular meeting as amended & recommended by the Secretary:

Made by: John Butler Seconded by: Linda Tracy

Passed unanimously? **YES**/ No

Motion to accept the minutes of the special meeting as recommended by the Secretary:

Made by: Mary Herlt Seconded by: John Butler

Passed unanimously? **YES**/ No

Finance committee report /Treasurer's Report presented by: AnneMarie Hallum

Reviewed all reports. See full reports:

- Reviewed bond timeline & details

Treasurer report - AnneMarie Hallum

Reviewed all reports - see full reports for details

- Capital project disbursement of \$14,130. last month
- Received \$15,000 from Global foundries - included in building fund acct
- Higher expenses for NYSEG due to two buildings
- Debit card has increased due to cancelation of amazon acct
- Look for upcoming budget adjustments to cover legal and other expenses
- Architectural fees paid - from capital project budget
- Upcoming bid will come from BAN money

Motion to approve the Treasurer's Report:

Made by: Mary Herlt Seconded by: Linda Tracy

Passed unanimously? **YES / NO**

Motion to approve audited claims of \$5971.56 for April 2022 for payment

Made by: John Butler Seconded by: Linda Tracy

Passed unanimously? **Yes/No**

Motion to approve audited claims of \$268000. for April 2022 for payment of Capital project

Made by: Mary Helt Seconded: John Butler

Passed unanimously? **Yes/No**

Director's Report given by : Sara Kipp

Report reviewed. Topics discussed: (see full report)

- Discussed construction grant for exterior - paint/concrete/landscaping
 - Must have a match for this that comes from our slush fund
- Moving fees - not included in original bid
- Programs going well
- Comicon estimated at 400 attendees
- Historical society did very well with first meeting
- Application/charter to NYS - New Paperwork in the works
- Election Tuesday
- Door counter not working correctly - will be addressed
- Farm to library - working to get 2 drops a week
- Annual SALS meeting next week - Monday

Building and Grounds given by John Butler

Topics discussed:

- 5/9 meeting - updates to pending meetings Sara forwarded via email
- Next meeting 6/6
- Monday pre-demo meeting
- Some changes made to plans, others still pending (stairs/shelving heights...)
- Need to pick exterior - options presented
- Parking lot meeting went well
 - Sidewalk along side, near river and back to front
 - No paving over anomaly
- EV chargers - running conduit in preparation for Town/Village to later install charging stations

Building Planning given by NONE

Personnel/Policy Report given by Christine Zakrzewski & Emily Nadler

- Must decide if we allow virtual meetings before June 8th
 - Must state reason of need/absence, transcribe entire meeting upon request & archived, & all virtual meets must be open to public (see full legal advice) & we must write policy
- We are not in a place to be able to meet the requirements at this time

Trustee Training given by Emily Nadler

- 1 session left
- Chris will email John & Linda the training contact person

2nd public input session: none

Correspondence from: none

Action Items: none

New Business: none

Executive Session: none

Adjournment 8:32pm

Minutes recorded by the Secretary, Christine Zakrzewski